



WASHINGTON STATE EMPLOYMENT OPPORTUNITY

DEPARTMENT OF REVENUE

1025 Union Avenue SE ~ PO Box 47463 - Olympia, WA 98504-7463
Phone (360) 570-6181 ~ TTY (360) 664-0580 ~ FAX (360) 664-0658

Recruitment
Announcement #: L99003-OC

Opens: February 18, 1999
Closes: Open until further notice

PROPERTY TAX SPECIALIST (61220)

SALARY: \$3507 - \$4487 per month (Range 57)

LOCATION: The register established by this recruitment will be used to fill vacancies as they occur statewide.

WHO MAY APPLY: This recruitment is open to anyone who meets the minimum qualifications.

The Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application/testing process, or those needing this job announcement in an alternative format, may call Sandy Davis at (360) 570-6175, TTY(360) 664-0580.

SEND TO: Interested applicants should submit their applications to Employee Services at PO Box 47463, Olympia WA 98504-7463. NOTE: All applications must be received in Employee Services by the closing date of the bulletin.

SPECIAL NOTE: **Candidates currently on the register, need not reapply.** The application form must be filled out completely. No additional information will be accepted after the closing date of the bulletin. Résumés or attachments will not be accepted in lieu of the employment history under Part 4. Your application may not be resubmitted with additional information. NOTE: Beginning January 1, 2000 prior to any new appointment into the Department of Revenue, a background check will be conducted.

PRIMARY DUTIES: In the Property Tax Division, Department of Revenue, provides technical expertise in one or more of the following programs: the statewide ratio study, revaluation program, education, Board of Equalization administration, levy administration and financial and/or valuation analysis in the areas of utilities, real property, and personal property.

MINIMUM QUALIFICATIONS: A Bachelor's degree involving major study in business or public administration, real estate, economics, accounting or closely allied field and three years of experience in auditing and/or appraising large commercial and light industrial real or personal property; OR One year of experience as a Property Tax Appraiser 5 or equivalent; OR Two years of experience as a Property Tax Appraiser 4, Property Tax Auditor 4 or equivalent.

Additional experience in auditing and/or appraising large commercial and light industrial real or personal property will substitute for the educational requirements on the basis of one year of experience for two years of education.

NOTE: 1. Successful completion of assigned in-service training courses will be required by the appointing authority as a condition of continued employment.
2. Incumbents may be responsible for providing their own transportation to work sites, as assigned. A valid Washington Driver's License is required within 60 days of appointment.

PLEASE SEE OTHER SIDE FOR ADDITIONAL INFORMATION

EXAMINATION
PROCEDURE:

The examination is an oral test that measures your knowledge, abilities, and aptitudes to perform the duties of the job class. You will be notified by mail when and where to appear for the test. Bring picture identification with you when you come to take the test. We will mail your score to you, but we cannot tell you your ranking on the list of job applicants.

PROPERTY TAX SPECIALIST (61220) Update: 1/2001